

17269 Questions & Responses - Set 2

- Q1. Is it acceptable for a vendor to respond to one or two of the three Groups of Services and be considered as responsive?
- A1. Award will be made for any one group or combination of groups. All services in a group must be bid to be considered for a group award. A bidder would be considered non-responsive if they don't bid all services in a group.
- Q2. Group 2 Microfilming Services:
Part 1 – Costs
A.5 - Duplicating 16mm Rolls: What kind of film duplicates are to be made from the 16mm rolls; silver duplicates film or diazo duplicate film?
- A2. Diazo duplicate film.
- Q3. A.6 - Duplicating 35mm Rolls: What kind of film duplicates are to be made from the 35mm rolls; silver duplicates film or diazo duplicate film?
- A3. Diazo duplicate film.
- Q4. Part 1 - Costs
A.7 - Convert hard copy to 16mm Film: \$_____/ 2 rolls: Are both rolls to be silver halide film?
- A4. Yes.
- Q5. A.8 - Convert hard copy to 35mm Film: \$_____/ 2 rolls: Are both rolls to be silver halide film?
- A5. Yes.
- Q6. Part 1 – Costs
B.2.6.- Convert hard copy to 16mm Film Volume/Image is listed as 250 and Avg. Run Length is listed as 50. However, in Section 3 General Requirements, Group 2 – Microfilm Services, under Paragraph C. Service, point 2.6 Convert hard copy to 16mm Film: Volume/Image is 65,000 and Avg. Run Length is 5,000. What is the volume of hard copy to 16mm film?
- A6. Typographic error both should have read as Volume/Image is 65,000 and Avg. Run Length is 5,000.
- Q7. Section 3 - General Requirements
Group 2 – Microfilm Services
Paragraph: B. d. "Media types"
2.6 - Converting hard copy documents to 16mm film
2.7 - Converting hard copy documents to 35mm film
As an alternative method for microfilming hard copy documents and drawings onto microfilm rolls, will the DOT consider supplying either/or the documents and drawings in digital format for putting onto microfilm?
- A7. No, if digital documents are available no microfilm conversion is necessary.
- Q8. Section 3 - General Requirements
3.12 - Pick-up and Delivery of Projects
For Projects of smaller physical volume like: digital conversion of roll microfilm, aperture cards, and microfiche, and duplication of roll microfilm, will the DOT consider alternative methods transportation for the pick-up and delivery of the projects?
- A8. Vendor transport and staff is required.

Q9. Can we price the indexing on Group 1 by keystroke as in Group 2?

A9. Yes.

Q10. What are the possible locations the potential vendor would need to pick up the various projects from, excluding Ames?

A10. Ames is the primary location for vendor pickup.

Q11. When were the various types of microfilm produced?

A11. The approximate film date range is between the years 1950 and 2000.

Q12. What is the age of the microfilmed documents in their various forms?

A12. See answer 11.

Q13. Can you provide picture of a box so we can have an idea of the volume it would take up in a truck, along with the number of boxes and their dimensions?

A13. The filing boxes are standard size such as Banker Boxes. Approximate size H10.5"xL16"xD12.5".

Q14. Can you provide picture of an open box so we can have an idea of how much prep will be involved and the average number of pages per file if applicable?

A14. The prep and number of pages per documents vary on a job to job basis which is why an hourly rate for prep work is requested.

Q15. Is this currently a contract in place for these types of services?

A15. Yes.

Q16. If so, who holds the contract and can that be provided for viewing?

A16. Imagetek, Inc. out of Grimes, IA & The Advantage Companies out of Cedar Rapids, IA. Yes as this is public information. Send a request to jean.gustafson@dot.iowa.gov.

Q17. If not, are these services currently being utilized by the DOT and what is the DOT currently paying for such services?

A17. See answer 16.

Q18. Is an affirmative action program required under this procurement, and if so where can the requirements of the program be found?

A18. See Page 16 Section C.2 and contact Iowa Department of Management at 515-281-3322.

Q19. The RFP states that "Contractors shall take documented steps to encourage participation from Targeted Small Businesses for the purpose of subcontracting and supplying of goods or services or both." What are the documented steps required, and where does Iowa DOT publish this guidance?

A19. Contact Iowa Department of Inspections and Appeals at 515-281-5796.

Q20. We still have some questions at to volumes of film and length — may we follow up by the end of the week.

A20. Questions are due by the end of the day on September 28, 2016.